

STANDARD OPERATING PROCEDURE (MAY 16)

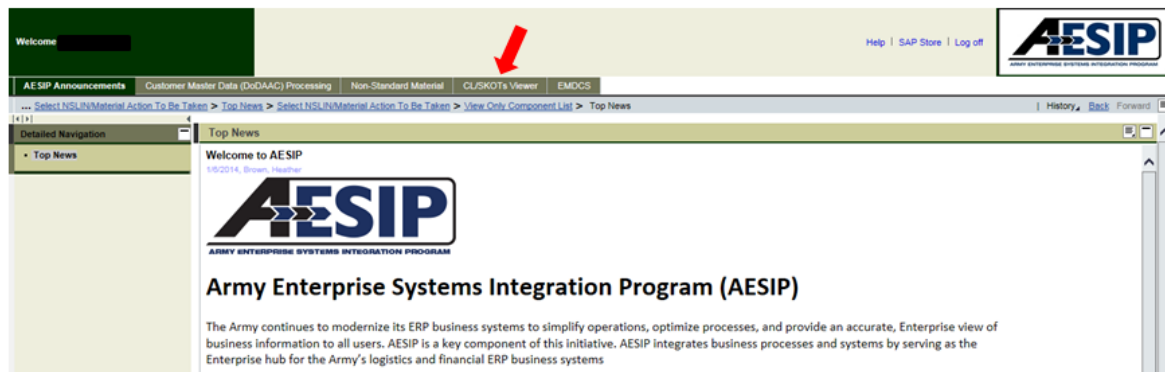
Using Army Enterprise System Integration Program (AESIP) to Print Illustrated Hand Receipt

The following procedure will provide basic steps for viewing Supply Catalogs and printing the latest assemblage component list.

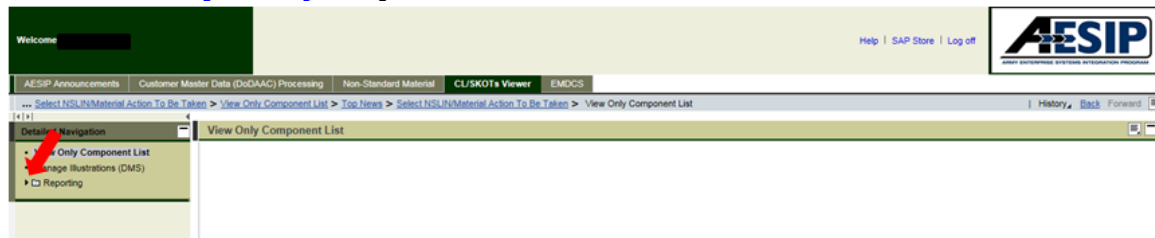
1) Go to: <https://www.aesip.army.mil/irj/portal>

2) Log in using CAC

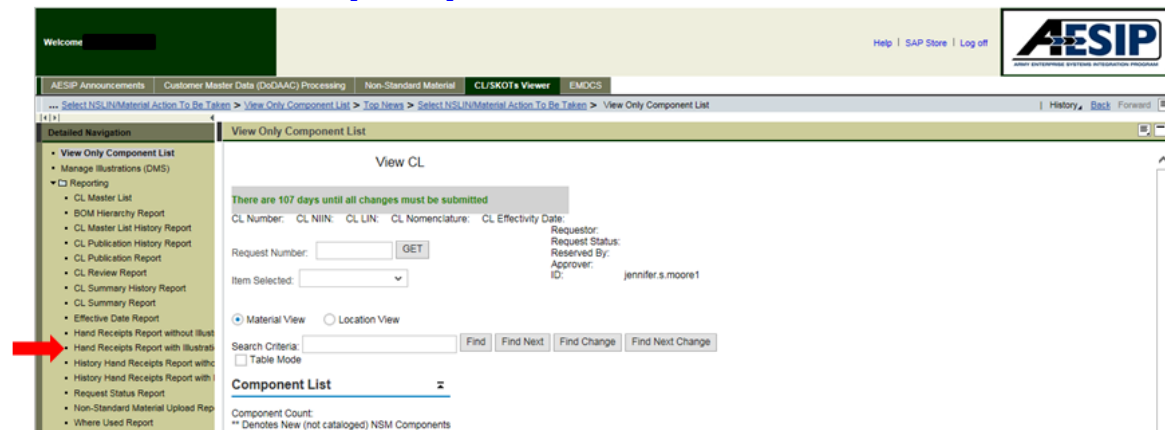
3) Go to [CL/SKOTs Viewer](#)



4) Select [Reporting](#) dropdown



5) Select [Hand Receipts Report with Illustrations](#)



6) Select most recent Publication Date

The screenshot shows the SAP Crystal Reports interface for the 'Hand Receipts Report with Illustrations'. The 'Prompts' dialog box is open, showing the 'Publication Date' prompt. The 'Select values for prompts' list displays a range of dates from 20151001 to 20160425. A red arrow points to the '20160425' date, indicating it is the most recent date selected.

7) Select NIIN

The screenshot shows the SAP Crystal Reports interface for the 'Hand Receipts Report with Illustrations'. The 'Prompts' dialog box is open, showing the 'NIIN' prompt. The 'Select values for prompts' list displays a list of NIIN values, including '016279345 - MEDICAL MATERIEL SET'. A red arrow points to this value, indicating it is the one selected.

8) Select RUN

9) Select **Export this Report**

The screenshot shows the AESIP web application interface. The top navigation bar includes links for 'Help', 'SAP Store', and 'Log off'. The main content area displays the 'Hand Receipts Report with Illustrations'. A red arrow points to the 'Export this Report' button located in the top right corner of the report area.

10) Select File Format PDF and select **Export**

The screenshot shows the AESIP web application interface with the 'Hand Receipts Report with Illustrations' page. An 'Export' dialog box is open, displaying a list of file formats. A red arrow points to the 'PDF' option in the 'File Format' list. The 'Export' button is visible at the bottom right of the dialog box.

11) Save and/or open exported PDF file and print as required